



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Emergency Communication Specialist Trainee

Department/Division:	Public Safety/RECC	
Salary:	\$10.6600/hr - \$15.8951/hr	Range: 5
Position Status:	Full-Time/Classified	
FLSA Status:	Covered	
Closing Date:	January 31, 2017	
Job #:	1-2017-009	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Performs entry-level clerical, administrative, and technical work in receiving and dispatching routine and emergency information for the Santa Fe Regional Emergency Communications Center (RECC).

Essential Job Functions:

- Works under the supervision of the Director of RECC, who manages the day-to-day operations of the RECC.
- Works under the close supervision of Communications Manager, Communications Supervisors and Emergency Communications Specialists II's and III's.
- Monitors telephones and radio in the emergency dispatch center, answers incoming calls and ascertains nature of call. Gathers all necessary information to transmit or relay information.
- Operates radios and dispatches law enforcement, fire, EMS and other units for emergency responses; broadcasts nature, location and time of incident; contacts all required personnel and other local concerns of an emergency situation; relays information as required.
- Maintains logs of radio and telephone communications, location of personnel and equipment. In the event of an emergency situation, maintains on-going contact with the responding personnel and keeps them informed of all incoming pertinent information. Keeps track of various information, such as traffic light malfunctions and street closures, and keeps emergency personnel and general public informed.
- Makes entries and inquires on NCIC computer system.
- Inputs data to standard office and department forms – both manual and automated.
- Maintains dispatch documents and records.
- Assists other Emergency Communications Specialists and Supervisors in various projects as requested.
- Attends seminars, workshops, and training classes. (Any one position may not perform all duties listed nor is this inclusive of all duties performed.)

Knowledge / Skills :

- Accurate typing minimum of 35 wpm. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of street locations and geography of the areas served.
- Some skill in operation of the listed tools and equipment; skill in communications, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide work directions.

- Demonstrated ability to communicate clearly and concisely, both orally and in writing; ability to effectively deal with the public.
- Good diplomacy and good decision making skills. Accuracy in work performed and the ability to follow oral and written instructions and guidelines. Perform tactfully and proficiently under stress. Present with a clear and understandable telephone and radio voice.

Minimum Qualifications

- High school diploma or equivalent within six (6) months of date of hire.
- Must be 18 years of age within six (6) months of date of hire.
- Must attend the NM Dept. of Public Safety Dispatcher Certification Academy within one (1) year of date of hire. Must obtain a New Mexico DPS Basic Dispatch Certificate within one (1) year of date of hire.
- Must obtain a NCIC certificate within six (6) months of date of hire.
- All employees in this job classification shall be required to sign a "Confidentiality and Non-Disclosure" Agreement.
- Must be free of any convictions or any other crime involving moral turpitude. Prior criminal convictions may or may not disqualify applicant.

Working Conditions:

Required to sit, talk and hear. The employee is frequently required to use hand and finger dexterity, to handle or feel objects, tools, or controls; and reach with hands and arms. Ability to move up to 20 pounds. Close vision and the ability to adjust focus. Holiday, weekends, and shift work is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**

Revised 8/18/2016